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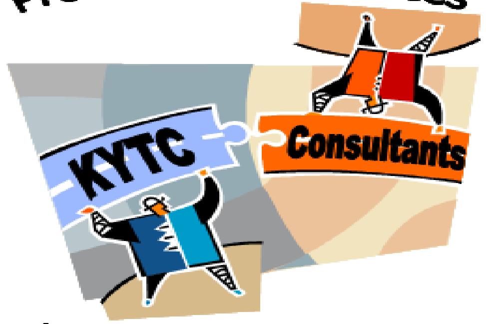
Kentucky Transportation Cabinet

Professional Services



Frequently Asked Questions

200 Mero Street
3rd Floor
Frankfort, KY 40622

Tel: (502) 564-4555
Fax: (502) 564-4422

Division of Professional Services

Prequalification

- How does my firm become prequalified?

The TC40-1 form is used to request prequalification. The TC40-1 form can be found at www.transportation.ky.gov/progperform.

- How many copies of the TC40-1 do I need to submi

The Division of Professional Services requires one original for our records and one copy for each functional area (i.e., one for Roadway Design, one for Environmental, and so on.)

- Where should the information be sent?

Send the information to the attention of Clairessa Hamilton, Division of Professional Services, 200 Mero Street, 3rd Floor, Frankfort, KY 40622.

- How often do I need to renew?

Every year or when a major change occurs with or within your firm.

- Will you notify me of my renewal date?

No. When your firm receives the initial notification/ approval of the prequalification request, it will have an anniversary date for renewal. ***This will be your only notification.***

- How long does this process take?

The Divisions that review your application have 30 days for review. Approval/denial letters are sent around the 2nd week of every month.

- Who can I contact when I have a prequalification question?

You can contact the Division of Professional Services at 502-564-4555 and speak with Clairessa Hamilton or Shante Wales.

- Does my firm need liability insurance?

Yes. If your firm is interested in being a prime consultant, a one million dollar ($1,000,000) professional liability policy is required. This is not required if your firm is only interested in being a subconsultant to another firm.

- Why does my firm need to be prequalified?

In order to respond to our advertisements, your firm must be prequalified in the specified areas before the project advertisement appears in a Procurement Bulletin on our website.

Other FAQ

- What is your website address?

Our website address is www.transportation.ky.gov/progperform.

- How many copies of the Campaign Finance form are required for Response to Announcement?

One original copy should be submitted from the Prime Consultant. (You may submit one with each response.) This is not required from subconsultants.

- Where should the Response to Announcement be mailed?

ALWAYS mail responses to announcements to the attention of Michael L. Hill, PE, Director, Division of Professional Services, 200 Mero Street, 3rd Floor, Frankfort, KY 40622.

- Who do I contact to get a new audit and/or ask questions about an audit?

Mike Coffey, 502-564-6830.

- What must a project manager submit in order to have a project advertised?

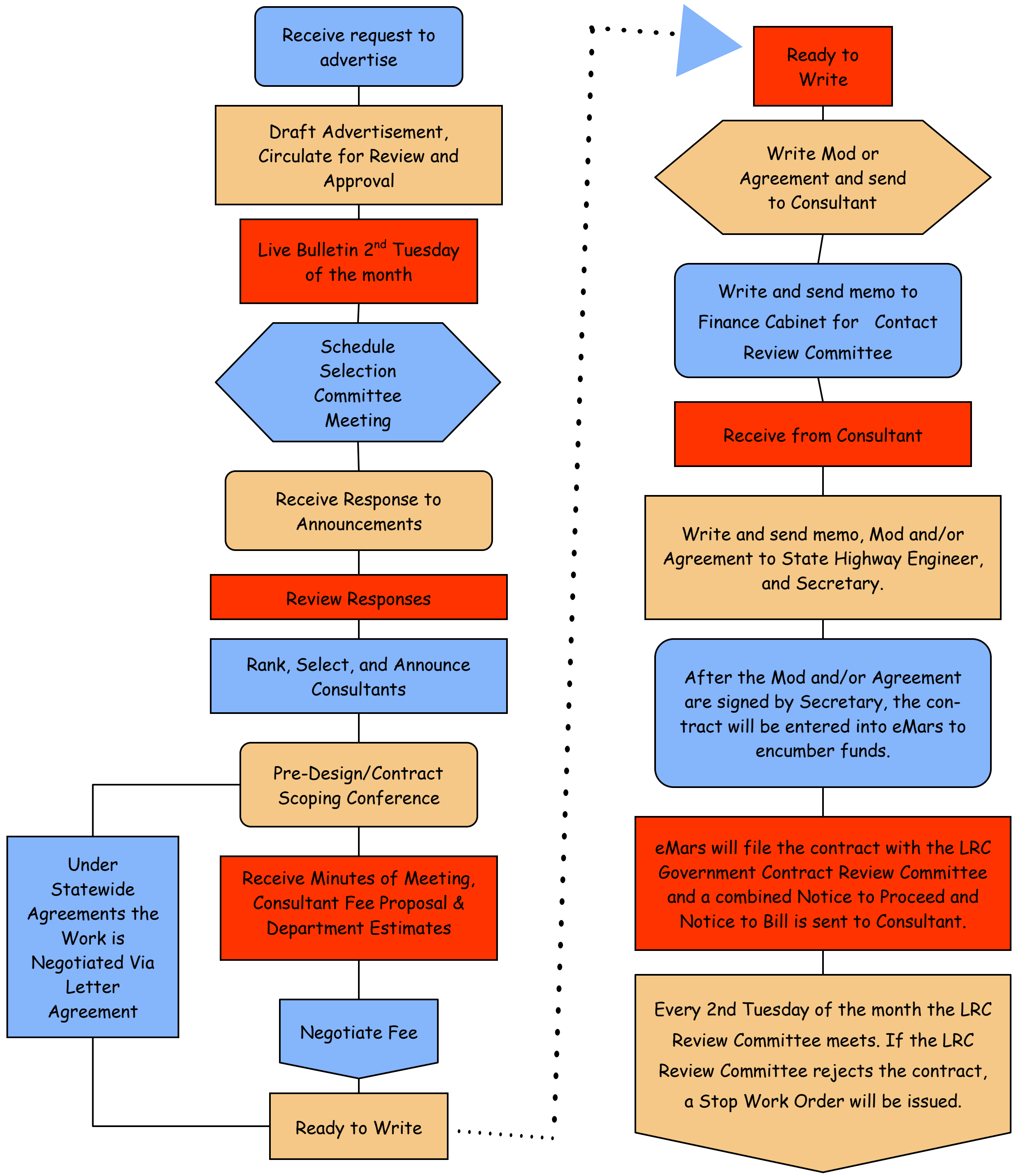
The process for Bulletin for Advertisement for regular Six-Year Highway Plan projects is outlined in the Administrative Procedures chapter of the Highway Design Guidance Manual. The District project manager submits project information to their Highway Design location engineer who will in turn provide additional information. The Director of Highway Design will review and submit the information to the Division of Professional Services for advertisement. For other professional service advertisements, the appropriate Division Director should submit the project information to the Director, Michael Hill, PE, preferably via email. Please make sure funding is requested through the Division of Program Management before advertising.

Requirements for Negotiating Agreements & Contract Modifications

- Engineering and Engineering Related Services Fee Proposal from Prime Consultant (TC 40-2). All subconsultants and/or subcontractors and their corresponding fee must be listed on this form.
- Milestone schedule and/or completion date using hard calendar dates.
- Departmental approval for milestone schedule and/or completion dates.
- Payment percentages with Departmental approval.
- Brief description of the project scope.
- Minutes from predesign conference (Agreements).
- For proposals greater than <u>500 Hours</u>: independent production-hour estimates from both the Department(s) and the consultant(s).
- For proposal less than <u>500 Hours</u>: Departmental approval for the consultant's proposed production-hours is acceptable.
- Negotiation minutes with the prime consultant's <u>original signature</u>.
- Classifications and percentages for design.
- Contract payout schedule.
- TC-10 Project Authorization or Request for Funding.
- KYTC audit report from all consultants working on project.
- Project Chronology Memorandum with concurrence from the Department's project manager. List a brief, but detailed scope of work (modifications).

Selection & Negotiations

Contract Execution



Agreements & Modifications

- How long should it take to get a Notice to Proceed?

From the time the Agreement/Contract Modification is actually written and the consultant signs it: it takes about 4 weeks to obtain the necessary approvals and setup the internal accounting. With the new eMars process, a combined Notice to Proceed and Notice to Bill will be issued once the contract has been reported to the LRC.

- Who do I contact about my Agreement or Contract Modification?

Before or during the process of negotiating Agreement/Contract Modification, you may contact Michael Hill or Adrian Wells for any information.

After the Agreement/Contract Modification is written you can contact Clairessa Hamilton or Melanie Young for any questions.

- When is the Notice to Bill issued?

With the new eMars process, a combined Notice to Proceed and Notice to Bill will be issued when the electronic document is received by LRC. The Government Contract Review Committee meets the 2nd Tuesday of every month. If the LRC Review Committee rejects the contract, a Stop Work Order will be issued.

Notes: